

POSITION DESCRIPTION, Form 30 – STATE
Commonwealth of Massachusetts

1. POSITION TITLE
CHEMIST III

AGENCY
Department of Public Health

2. APPROPRIATION CODE
4516-1000

3. GENERAL STATEMENT OF DUTIES:

Performs complex chemical analysis of drugs. Operates and maintains complex laboratory instruments. Interprets test results. Testifies to results. Performs Quality Control procedures. Performs related work as required. Trains and assists other chemists.

4. SUPERVISION RECEIVED:

Charles Salemi, Lab Supervisor II
Peter Piro, Lab Supervisor I
Elisabeth O'Brien, Lab Supervisor I

5A. DIRECT REPORTING STAFF
5B. THEIR STAFF

6. DETAILED STATEMENT OF DUTIES:

Performs chemical identification of drugs using standard operating procedures to determine violations of narcotic and drug laws, for the courts and the agencies of the Commonwealth of Massachusetts. Performs analyses on large quantity cases associated with drug trafficking. Performs complex chemical analyses, such as those associated with crack cocaine and psilocybin mushrooms. Develops new methods for testing and evaluating drugs and materials, etc. and recommend alternative measures for working with new materials in order to improve performance and efficiency. Trains and assists chemists in methods of analysis.

Operates complex analytical instrumentation (infrared spectrometers, ultraviolet spectrophotometers, gas chromatographs, gas chromatograph/mass spectrometers, and high pressure liquid chromatographs), microscopes and analytical balances and interprets data from these instruments. Trains and assists chemists in the operation and maintenance of these instruments. Performs routine preventive maintenance on laboratory instrumentation. Trouble shoots instrument problems and performs major and minor repairs. Contacts suppliers and manufacturers for purchasing replacement parts and instruments. Responsible for building SLI reference spectra library. Researches unknown spectra and controlled substances in order to develop methods for analysis.

Assists in managing laboratory QC department, including balance QC, instrument QC, reagent QC, and reference standards QC. Responsible for preparing and maintaining reference standards QC program, as well as being responsible for storage and security of reference standards. Develops and maintains gas chromatograph QC program. Prepare and QC reagents needed for daily laboratory use.

Prepares routine laboratory reports. Contributes to Drug Laboratory newsletter for distribution to Police Departments. Writes standard operating procedures for laboratory analyses and laboratory equipment. Works with evidence technicians in providing for security and integrity of samples and in issuing reports pertinent to the analysis of such samples. Provides expert testimony in courts of law on matters relating to drug analysis. Coordinates and prepares discovery packets requested by District Attorneys' offices. Coordinates with District Attorneys' offices and submitting agencies for expedited and resubmitted samples. Contacts DEA regarding first time submissions of controlled substances and new trends.

Maintains inventory of laboratory supplies and equipment by determining when such supplies, equipment, and chemicals must be ordered and by writing purchase orders to maintain proper supply levels, including glassware supplies, stockroom supplies, safety and hazardous waste supplies, and supplies from outside vendors. Meets with manufacturer representatives to discuss price, availability, specifications, and/or standards of equipment and materials. Receive, catalog, and store materials ordered by the laboratory. Responsible for storage and removal of hazardous wastes in the laboratory. Recognizes and addresses safety issues in the laboratory. Responsible for maintaining security of the laboratory by keeping doors and alarms operational and documenting all access to the laboratory. Coordinate with the maintenance department on behalf of the laboratory for all facilities issues. Coordinate with the IT department on behalf of the laboratory for all computer, printing, and network issues. Responsible for archiving laboratory data and coordinating with the State Records Commission for the storage and retrieval of records.